



HABILITATION SERVICES



Vendorization Process

Title 17 Requirements

- ◆ All existing Title 17 vendorization regulations that apply to regional center service providers are applicable to habilitation programs.
 - Vendorization
 - Service provider accountability (Audits)
 - SIRs
 - Fair Hearing process

Examples of existing requirements:

- Medical Waiver Provider agreement
- SIRs
- Grievance Procedure
- Accounting Practices

Identify changes to current Title 17 regulations starting with Section 54302.

- new definitions
- grandfathering
- requirements for future applicants
- termination
- service codes



All Other Existing Title 17 Requirements for Regional Center Habilitation Vendors



- ◆ Habilitation Vendors must also comply with Sections 58800 through 58922
- ◆ Approximately 30 providers have never been vendored with a regional center.

This slide is to emphasize there are new Title 17 requirements that apply to these vendors.

The regional centers need to know that about 30 of the hab providers are not familiar with regional center services and Title 17 regulations today.

Additional Requirements in Title 17

■ CARF

- All providers shall apply for accreditation by CARF within 3 years of vendorization.
- All providers shall be accredited within 4 years of the first Date of vendorization.
- All providers must maintain DOR certification until accredited by CARF.

Certification or Accreditation is required prior to providing services.

If accreditation is applied for and is not received within the 3 or 1 year certification time, a re-certification from DOR CRDS unit must be secured to continue providing services.

If accreditation is denied, vendorization shall be terminated.



Additional Requirements in Title 17



- Accreditation
 - Accredited applicants shall submit copies of their last accreditation report to the regional center and indicate the date their next accreditation review is due.
- Certification
 - Applicants not already accredited shall supply evidence of certification by DOR.

T17 Requirements Unique to SEP-Individual Placement

- ◆ Allowable Services:
 - Job Coaching
 - Job skill training
 - Employer Advocacy
 - Consumer and/or family counseling related to work

Job Coaching:

Can take place discreetly at the worksite or off the worksite as needed.

includes assisting consumer to learn job related tasks, employer rules of conduct, reporting wages to SSI, receiving input from employer on employment issues, retraining, learning new job skills, getting along with co-workers, customers, the public, appropriate attire, behavior on the job

Things to keep in mind: If you visit a consumer at work, it's like someone visiting you at work. Think about what the employer will think, check with the provider about their perspective. Before and after work, and lunch are appropriate times.

Service Codes and Sub Codes

- Habilitation Services shall be vendored under one of the following categories:
 - Work Activity Program (WAP)
 - ◆ Service code 954
 - Supported Employment Program Individual Placement (SEP IP)
 - ◆ SEP-IP Service Code 952
 - Supported Employment Program Group Placement (SEP GP)
 - ◆ SEP-GP Service Code 950

Regional centers should vendor a supported employment program IP with one vendor number and GP with a different vendor number and WAP with a third vendor number according to the vendorization of location requirements.

Because of the location requirements there may be more than one vendorization required. If a provider administers SEP out of more than one location, each location will need to be vendored.

Service Codes and Sub Codes

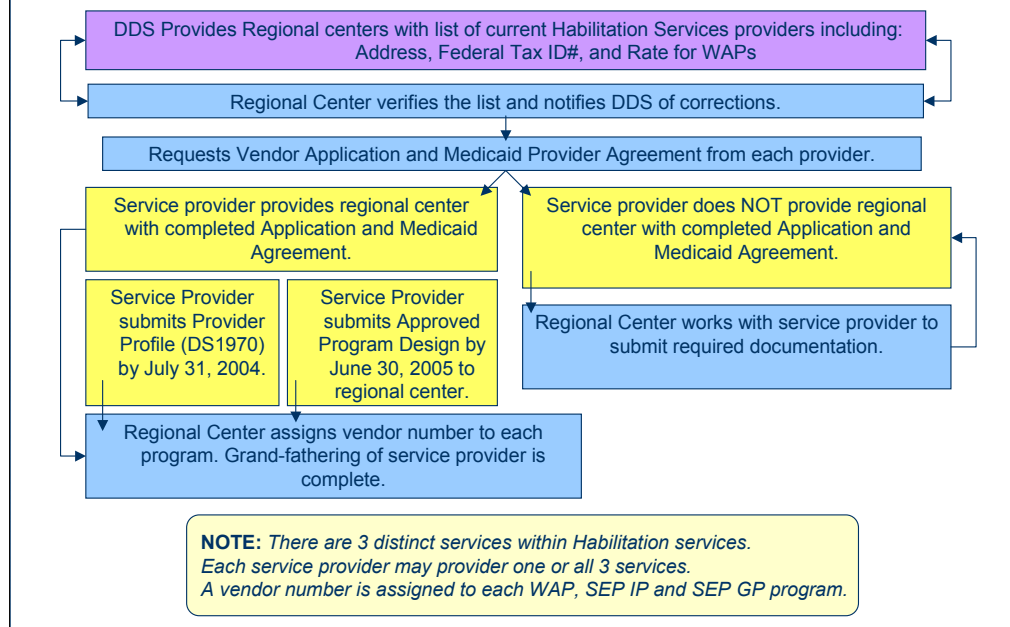
- Sub codes only available when DOR is under Order of Selection and regional center consumers are impacted
 - Intake (IP and GP) Sub code 001
 - Placement (IP) Sub code 002
 - Retention (IP) Sub code 003
 - Intensive Services (IP and GP) Sub code 004

Regional centers should vendor a supported employment program with one vendor number and utilize both service codes.

A program advisory will be sent to regional centers when it is necessary to implement the subcodes.

Habilitation Services Flow Chart

Vendorization of Existing Service Providers



Please refer to your Vendorization of Existing Service Providers flowchart.

Grandfathering Requirements

- ◆ Current providers will be vendored effective July 1, 2004 as long as the following are submitted to the vendoring regional center:
 - Vendor Application, Form DS 1890
 - A signed Home and Community Based-Services Provider Agreement (Identified in regulations as Medi-Cal Program Provider Agreement Claim Certification).

All regional center vendors are required to submit the application and Medi-Cal provider agreement prior to vendorization, this applies to all grandfathered programs as well. These must be signed and turned in to the vendoring regional center prior to July 1, 2004.

Grandfathering Requirements

- ◆ Providers are to submit the following to the vendoring regional center by July 31, 2004.
 - Copies of last accreditation report indicating the date their next accreditation review is due.
 - Form DS 1970(s) with a copy to the Department.

The CARF reports available from DOR will be distributed to regional centers. Regional centers will need to ask for CARF reports that are not provided. The provider profile is due to the vendoring regional center by July 31, 2004.

STATE OF CALIFORNIA																							
DEPARTMENT OF DEVELOPMENTAL SERVICES																							
Annual Habilitation Services Vendor Profile																							
DS 1970 WAP March 1, 2004																							
TYPE OR PRINT LEGIBLY (SEE INSTRUCTIONS ON REVERSE)																							
WORK ACTIVITY PROGRAMS (WAP) (General Information)																							
Provider Information																							
Provider Name:												DDS				DOR Facility #:							
Doing Business As:												Service Codes vendored to provide:											
Program Address								Program Contact Person:								Program Phone Number:				Program Contact e-mail:			
Administrative Information (if different from above)																							
Administrative Address:								Administrative Contact:								Administrative Phone:				Administrative e-mail:			
Accreditation/Certification Information:																							
DOR Certification expiration Date (if applicable):								CARF Accreditation Expiration Date (if applicable):								Length of last CARF Accreditation:							
WORK ACTIVITY PROGRAM SPECIFIC INFORMATION																							
Vendoring Regional Center:								Utilizing Regional Centers: (list all)								Utilizing DOR Districts: (list all)							
Program Day		Start time				Stop time				Lunch break length				Total Program Hours									
Number of Consumers currently funded by Habilitation Services:								Number of Consumers currently funded by VR/WAP:								Other Funding sources: (e.g. school/transition programs)							
Vendor's Average Consumer Percentage of Paid Work (Specific 3 months)								Vendor's Average Consumer Productivity (same 3 months)								Vendor's Average Consumer wage (same 3 months)							
Vendor's Number of consumers with Productivity Less than 10								Languages spoken by Direct Service Staff								Number of Supervisors (consumers)							
																Number of Consumers each Supervisor Supervises				#DIV/0!			
List Types of Contract work (e.g. Mail services, packaging, assembly, etc.)																							
Other DOR provided services (e.g. Personal Vocational Social Adjustment, Work Evaluation, etc.)																							
Other Regional Center vendored services (e.g. DTAC, Social Recreation, etc.)																							
Provide a brief narrative of program's philosophy and services provided to help consumers maximize their vocational skills.																							

Highlighted data is useful for making appropriate referrals for services.

The number of staff working directly with consumers, compared to the number of consumers. This will give the sc an idea of the available level of support the consumer can expect. These programs to not have statutory or regulatory required ratios. Not all people who work at a WAP are supporting consumers directly while working. The providers rate has been set based on the number of staff (both support and administrative). Regional centers will not be able to require the vendor to increase the number of staff supporting consumers.

Percentage of paid work: It is a work program and this will give the sc an idea of how much work is available. If the average is %50 then a consumer can expect to be earning wages about half of their day.

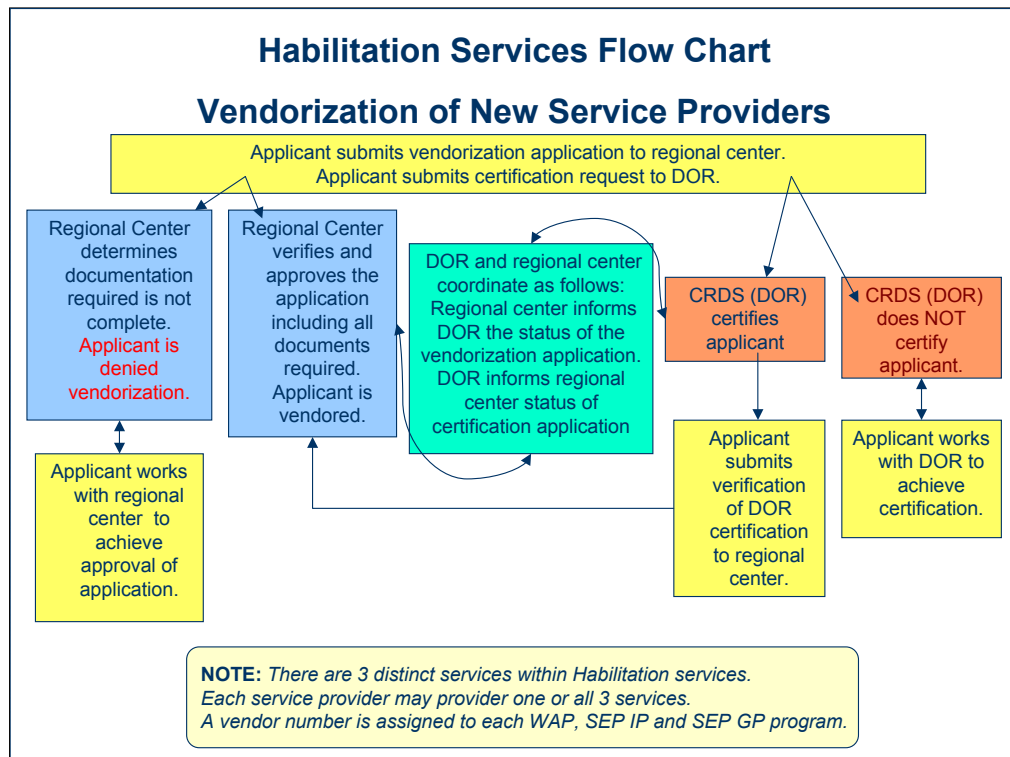
Languages spoken by staff: the sc will be able to match, if possible, the consumer/family language to the staff at a specific program

Types of work: This can be used to inform the consumer of the typical types of work they can expect to do, such as janitorial, manufacturing, etc.

Average productivity: because consumers are paid based on their productivity and this will impact each consumer's earning. For example if the job pays \$10 an hour and the consumer has a productivity of %25 percent, the consumer will be paid \$2.50/hour for that job.

SUPPORTED EMPLOYMENT(SEP) - Individual Placement (General Information)				
Vendor Information				
Vendor Name:		DOR Facility #:	DDS Vendor #:	
Doing Business As:		Service Codes vendored to provide:		
Program Address	Program Contact Person:	Program Phone Number:	Program Contact e-mail:	
Administrative Information (if different from above)				
Administrative Address:	Administrative Contact:	Administrative Phone:	Administrative e-mail:	
Accreditation/Certification Information:				
DOR Certification expiration Date (if applicable):		CARF Accreditation Expiration Date (if applicable):	Length of last CARF Accreditation:	
SEP Individual Placement SPECIFIC INFORMATION				As of Date:
Vendoring Regional Center:	Utilizing Regional Centers: (list all)			
Utilizing DOR Districts: (list all)				
Current Number of Job Developerson staff:		Current Number of Job Coaches on staff:		
Consumer Data:				
Total Number of Consumers currently receiving Job Coaching Support:		Number of Consumers funded by VR (last 12 months) for: _____ Intake _____ Placement (Job Development) _____ Retention		
Number of Consumers currently receiving Job Coaching Support funded by Vocational Rehabilitation (Intensive Svs):	Number of Consumers currently receiving Job Coaching Support funded by Habilitation (Extended Svs):	Number of Consumers in Job Development:	Average Consumer hours worked a month:	Average Consumer wage/hour:
Percentage of consumers receiving benefits:	List type of Consumer benefits: (I.e. paid vacation, paid sick leave, medical, dental, etc.)			
Provide a brief narrative of the programs philosophy and services provided to help consumers maximize their vocational skills.				

SUPPORTED EMPLOYMENT(SEP) - Group Placement (General Information)			
Vendor Information			
Vendor Name:		DOR Facility #:	DDS Vendor #:
Doing Business As:		Service Codes vendored to provide:	
Program Address	Program Contact Person:	Program Phone Number:	Program Contact e-mail:
Administrative Information (if different from above)			
Administrative Address:	Administrative Contact:	Administrative Phone:	Administrative e-mail:
Accreditation/Certification Information:			
DOR Certification expiration Date (if applicable):	CARF Accreditation Expiration Date (if applicable):	Length of last CARF Accreditation:	
SEP Group Placement SPECIFIC INFORMATION			As of Date:
Vendoring Regional Center:	Utilizing Regional Centers: (list all)		
Utilizing DOR Districts: (list all)			
Current Number of Job Developers on staff:		Current Number of Job Coaches on staff:	
Consumer Data:			
Total Number of Consumers currently receiving Job Coaching Support:		Number of Consumers currently receiving Job Coaching Support funded by:	
Number of Consumers funded by VR (last 12 months) for: _____ Intake _____ Group Placement (Pending) _____ Situational Assessments		_____ Vocational Rehabilitation (Intensive Svs) _____ Habilitation (Extended Svs):	
Current job types supported by program: (List)	Average number of consumers/group:	Average Consumer hours worked a month:	Average Consumer wage/hour:
Percentage of consumers receiving benefits:	List type of Consumer benefits: (i.e. paid vacation, paid sick leave, medical, dental, etc.)		
Provide a brief narrative of the programs philosophy and services provided to help consumers maximize their vocational skills.			



Please refer to the Vendorization of New Service Providers flowchart.

New Habilitation Vendor Application Requirements

- ◆ Submit the following vendor information to the vendoring regional center:
 - Form DS 1890, Vendor Application.
 - A signed Home and Community Based-Services Provider Agreement (Identified in regulations as Medi-Cal Program Provider Agreement Claim Certification)
 - A Program Design

Introduce the requirements to submit forms. DS 1890 is one time when seeking vendorization.

PROGRAM DESIGN REQUIREMENTS (√)

Requirement	Day Programs	Hab. Providers
Philosophy		√
Purpose and goals	√	√
Anticipated consumer outcomes stated in measurable terms	√	√
Program curriculum	√	√
Description of its existing or proposed program	√	√
Description of location/geographic area	√	√
Number of individuals served		√
Schedule of vendor's direct service operating hours	√	√

PROGRAM DESIGN REQUIREMENTS (√)

Requirement	Day Programs	Hab. Providers
Staff training plan, if developed or required	√	√
Description of entrance/exit criteria	√	√
Description of how each consumer will achieve IPP objectives	√	√
Consumer assessment procedures	√	√
Evaluation procedures used to determine consumer's progress	√	√
Methods for monitoring consumer progress		√

PROGRAM DESIGN REQUIREMENTS (√)

Requirement	Day Programs	Hab. Providers
Description of internal consumer grievance procedures	√	√
Consumer attendance policy	√	
Statement of staffing ratio	√	
Interactions with regional centers, VR or other related programs		√
Description of program design that demonstrates an understanding of the goals of the WAP pursuant to WIC 4851		√
Description of the plan for use of time when consumers are not engaged in paid work, excluding the lunch period		√
Resources devoted to contract procurement		√
Procedures for time studies for consumer productivity		√

What Service Providers Need to Know

- ◆ Training and or information that must be provided to vendors by regional centers include:
 - Agencies or entities eligible for vendorization.
 - Applicable Title 17 requirements.
 - Regional center review and approval of application.
 - Regional center denial of application.
 - General requirements for regional centers and vendors.

Emphasize that a few vendors may not be as familiar with these requirements since they are not current regional center vendors.

It's a good review for all others.

What Service Providers Need to Know

- ◆ Training : (cont.)
 - Requirements for special incidents reporting including regional center's risk management plan.
 - Changes in vendor ownership, location and program profile.
 - Termination of vendorization for noncompliance
 - Vendorization appeals.

Additional Information

- ◆ DDS Website
 - www.dds.ca.gov
- ◆ DDS Email
 - Work.Services@dds.ca.gov



Habilitation Services Flow Chart

Authorization, Invoicing and Payment for SEP GP

